

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
C-801

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Fire Department - Fire Marshal

DIVISION Inspection

Item No.	Description	Retention
1	<u>Family Day Care Inspection Files</u> These files may include but are not limited to plans, inspection reports, violations, correspondence, etc. for Day Cares in AACounty	Retain until informed by State Licensing of closing. Destroy all closed Family Day Cares yearly.
2	<u>Commercial Building Inspection Files</u> These files may include, but are not limited to plans, inspection reports, violations, correspondence, etc. for commercial buildings in Anne Arundel County.	Retain inspection reports for ten (10) years, unless a history of continuous violations is present. If violation history is present, retain for ten (10) years after all violations have ceased. Retain plans until no longer needed for current business. Retain all other information for five (5) years after building is destroyed by demolition, fire, or other cause.
3	<u>Computerized Inspection Files</u> These files contain general information on buildings and Day Cares in Anne Arundel County	Retain until file is destroyed, then delete.

Schedule Approved by
Records Management Officer

Date

5/8/97

Signature

Jacqueline M. Ryan

Schedule Approved by
Chief Administrative Officer

Date

5/28/97

Signature

J. R. H.

Schedule Approved by
Agency, or Division Representative

Date

4/30/97

Signature

J. R. H. Ryan

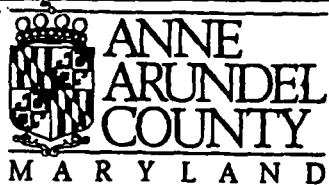
Schedule Approved by
State Archivist

Date

JUL 1 1997

Signature

Edward C. Papenfuss



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Item No.	Description	Retention
4	<u>Policy and Procedures</u> These files contain all policies and procedures that govern the direction of the Fire Marshals Office.	Retain one (1) copy permanently. Periodically transfer to Maryland State Archives for retention.
5	<u>Civil Citations</u> These files contain written citations within Anne Arundel County.	Retain for five (5) years from date of citation, then destroy.
6	<u>ReInspection Fee</u> These files contain reinspection fee notices written when a inspection is requested and the building is not ready for inspection.	Retain until fee is paid, then destroy.
7	<u>Complaints</u> These files contain citizen complaints requesting inspections of commercial facilities in Anne Arundel County.	Retain five (5) years from date of complaint, then destroy.
8	<u>Unofficial Personnel Folders</u> These file may contain, but are not limited to applications, evaluations, disciplinary actions leave slips, etc. This is not the original Personnel Folder. That is maintained by the Office of Personnel under Schedule C755.	Merge with Fire Department Master file after transfer resignation, retirement, or termination.
9	<u>General Correspondence</u> These files contain letters and memos relating to the Fire Marshal's Office. They are not letters relating to a particular Inspection File.	Retain for five (5) years, then destroy.
10	<u>FLSA/Time Sheets</u> These files contain information on hours worked and leave.	Retain for four (4) years, then destroy.